



**MONTANA**  
**SCHOOL *for the***  
**Deaf & Blind Foundation, Inc.**  
*giving kids the building blocks to independence*

3911 CENTRAL AVENUE  
Great Falls, Montana 59405  
406.771.6000 V/TTY  
406.205.0060 VP  
406.771.6164 FAX  
[www.msdb.mt.gov](http://www.msdb.mt.gov)

**Job Title:** Executive Assistant

**Job Location:** Montana School for the Deaf and Blind, Great Falls, Montana

**Starting Range:** \$11.00/hr to \$14.54/hr depending on training and experience

**Status:** Permanent, part-time; 20 hours per week

**Employer Paid Benefits:** Federal OASDI and Medicare, and 20 hours vacation leave the first year

**Accepting Applications Until:** March 28, 2014

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The mission of the MSDB Foundation is to Benefit children and youths with vision or hearing impairments who are students of, or served by, the Montana School for the Deaf and Blind. The Foundation will achieve its mission of benefiting children with vision or hearing loss by directing support toward the following goals:

- **Serve as ambassadors** for the School.
- **Actively work to increase the Foundation Funding.**
- **Be good stewards of the Foundation's funds** and human capital.
- **Partner with MSDB to implement the School's strategic plan** providing supplemental support for the enhancement of student education and social development.

The Executive Assistant ensures the business and communication operations of the Foundation office are efficient and effective, board members and committees are supported to develop and complete their responsibilities, and promotes the mission of the Foundation through contact with the school's constituents and patrons.

**Role and Responsibilities:** The Executive Assistant serves as the primary administrative support for the Foundation Board. The predominant duties of this position involve managing the day to day operating functions of the Foundation office and providing organizational support for the standing committees and board members. An important function of this position is assisting the members of the standing committees to develop and carry out action plans from the Foundation's overall strategic plan. Another important function of the position is facilitating communication between board members, standing committees, the board and school staff, and the board and the school community including constituents of the school as well as supporters of the school and patrons of the Foundation.

**Education and Experience:** This position requires five years of experience and/or education in non-profit, public, or business administration, administrative assistant training, mass communications, media studies, or professional writing.

**Minimum Qualifications:**

- Knowledge of office practices and procedures
- Ability to organize and prioritize work tasks
- Skills in a variety of word processing and data management software to create, format, modify, edit and print a variety of correspondence and spreadsheets
- Ability to communicate effectively verbally and in writing
- Knowledge of filing procedures, proofreading, and general office management
- Ability to work independently and think critically to solve problems

- Ability to maintain effective working relationships with Board members, school staff and constituents, donors and the general public
- Ability to operate a desktop computer, multi-line telephone, audio visual equipment, copiers, FAX machines and other office equipment

**Preferred knowledge, skills and abilities:**

- Knowledge of grant writing processes
- Knowledge of financial reports
- Knowledge of nonprofit organizations and applicable federal regulations
- Knowledge of principals of marketing for nonprofit organizations

The Executive Assistant is an employee of the “Montana School for the Deaf and Blind Foundation, Inc.,” and is not an employee of the Montana School for the Deaf and the Blind or the State of Montana. The MSDB Foundation, Inc. is a tax-exempt nonprofit organization contracted by the Board of Public Education to receive, hold, and manage property, gifts, or bequests and any proceeds or interest income for the use and benefit of the Montana School for the Deaf and Blind. The Foundation provides funds for services and equipment not covered by state appropriations for the School.

For a complete description of this position please go to <http://www.msdb.mt.gov/foundation.html>

**Application materials required are:**

1. A letter of interest for the position.
2. A resume or vita outlining all education, training and work experience related to this position.
3. Three letters of reference.
4. Applicants claiming the Handicapped Person’s Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form. <http://msdb.mt.gov/about/employpref.pdf>

**Applications may be sent to:** MSDB Foundation, Inc., PO Box 6576, Great Falls, Montana 59404 or e-mailed to [foundation@msdb.mt.gov](mailto:foundation@msdb.mt.gov) Applications may also be submitted to any Montana Job Service. Locally 1018 7<sup>th</sup> Street South, Great Falls, Montana, 406-791-5800.

**Application deadline:** Applications may be returned to the Great Falls Job Service or to the Montana School for the Deaf and the Blind Foundation, Inc. **by 5:00 P.M., March 28, 2014.**

**Position status:** This is a permanent, part-time position scheduled for 20 hours per week.

**Salary and benefits:** The salary range is \$11.00/hr to \$14.54/hr will be set according to the successful candidate’s qualifications, training and experience. Benefits include OASDI and Medicare, and 20 hours vacation leave the first year

**Physical requirements of the work environment:** While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is required to operate word processing software that requires repetitive motion of hands and arms, reach with hands and arms, stoop, kneel, or run. The employee must occasionally lift and/or move up to 50 pounds. The work environment consists of an 18 acre campus with 4 buildings housing the education program and 3 buildings housing the residential program. This position requires frequent and independent travel between all buildings.

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Reasonable accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Montana School for the Deaf and the Blind, Foundation, Inc. using the information provided above.

**Immigration Control and Reform Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport, a Permanent Resident Card or an Alien Registration Card (Green Card).

**Special information:** This agency has been declared a non-smoking environment extending to the entire campus; there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. Any person who is regularly assigned to work on the campus of MSDB, regardless of the employer, and who may have unsupervised contact with students shall submit to a fingerprint-based national criminal history background check conducted by the Federal Bureau of Investigation.

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The Montana School for the Deaf and the Blind Foundation, Inc is an Affirmative Action/Equal Opportunity Employer (EOE). The MSDB Foundation, Inc. will not discriminate in its programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. This announcement is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.